

Agency/Organization:

Intention: What is it that you want to do?

Specific: What *exactly* will you accomplish?

[illegible]

Measurable: How will you know when you have reached this goal?

[illegible]

Achievable: Is achieving this goal realistic? Do you have the resources to achieve this goal?

[illegible]

Relevant: Why is this goal significant?

[illegible]

Time-Based: When will you achieve this goal?

[illegible]

Goal: Create a goal statement. (Consult the *ONE Virginia* Goals and Objectives.)

[illegible]

How will you stay on track?

Potential Obstacles

Potential Solutions

Next Steps *(Refer to the Steps Toward Inclusive Excellence.)*